

COMMISSIONERS APPROVAL

GRANDSTAFF *Ch*

ROKOSCH *g*

THOMPSON

CHILCOTT *q*

DRISCOLL *15*

PLETTENBERG (Clerk & Recorder)

Date.....December 30, 2008

Members Present.....Commissioner Carlotta Grandstaff, Commissioner Jim Rokosch, Commissioner Greg Chilcott and Commissioner Kathleen Driscoll

► Minutes: Beth Perkins

► The Board met to discuss and decide on archiving email. I.T. Director Joe Frohlich, Clerk & Recorder Regina Plettenberg, Civil Counsel Karen Mahar, Administrative Assistant Glenda Wiles and Planning Secretary Danielle High were present.

Joe stated there is not a good system in place for archiving email and back-up. He discussed several options for retention and establishing a policy. Commissioner Chilcott questioned the legal requirement. Civil Counsel Karen Mahar stated she recently attended a seminar on email retention. She stated the law requires the retention of email. She stated the Planning Department drafted a retention schedule and is now ready to start implementing it pending review from MACo. Karen discussed a forensic computer analyst request for any email not submitted for a lawsuit. She stated there are private and public email mixed together in our system. Joe stated the separation needs to be discussed and what would be legal. Karen discussed the difficulty with consulting and client-attorney privileges and the release of such email. Joe requested a system for email retention and a policy. He discussed a hardware unit for the email which costs approximately \$9,000. He stated he contacted Montana Records Management who stated any document that is not a legal document but a public record needs to be archived. He also researched the Secretary of State website for retention instructions on email archival. Karen stated she believes the email does not have to be kept for two years plus. She stated with a policy, it could state the County would only keep email up to a certain time and then it is deleted. Discussion followed regarding an appropriate time limit. Commissioner Chilcott suggested having a public folder on the server for these emails for easy access. Karen suggested scheduling a meeting once MACo has reviewed the draft policy and then the Board can review it before implementation. Discussion followed

regarding involvement with the policy for restrictions to be defined per department. It was decided to have another meeting once the policy is reviewed.

► The Board met for the following administrative matters:

- Civil Counsel Karen Mahar gave an update on the rabies vaccine invoice. She stated the invoice is due December 31<sup>st</sup> and cannot be extended without Marcus Daly approval. Karen stated the insurance adjuster from the school will not authorize payment until other entities issue payment. It was decided to have Commissioner Grandstaff contact John Bartos of Marcus Daly for an extension to organize all entities for payment of the invoice.
- Approval of December 9<sup>th</sup> minutes: Commissioner Chilcott made a motion to approve the December 9<sup>th</sup> minutes. Commissioner Rokosch seconded the motion and all voted 'aye'.
- Decision on SWAT invoice from Missoula County: Sheriff Hoffman stated the bill total is \$5,300 and requested which line item to draw it from. Board discussion followed regarding unanticipated expenses for the Sheriff's Office. It was determined to pay the invoice from reserves.
- Adopt Resolution No. 2372 to junk a copier: Commissioner Rokosch made a motion to adopt Resolution No. 2372 for disposal of a copier. Commissioner Chilcott seconded the motion and all voted 'aye'.

► Commissioner Driscoll and Commissioner Rokosch attended the Horizons Program at Stevi Café.

► The Board met for a maintenance update regarding water at the administrative and courthouse building with Maintenance Supervisor Brian Jameson.

Brian presented the Board with layout of the Courthouse building. He pointed out the area water has built up from piping under the Courthouse. Commissioner Grandstaff stated the pipe cannot do its job due to outside pressure. Commissioner Rokosch asked if the pipe is collapsing. Brian replied the water is getting into the sump and is going into the sewer line. He stated the City is aware they are pumping a lot of water into the sewer main. Commissioner Chilcott asked if the Museum is having the same problem. Brian replied no, they are fine. He stated the problem with the sewer is the water runs straight up and when it is shut off, it crashes down and is hard on the system. Brian stated CTA Architects suggested having a hydrogeologist make some recommendations. Commissioner Chilcott suggested amending CTA Architects contract to include this problem. It was decided to contact PBS&J for recommendations.